

PERSONNELPersonnel Records**I. Responsibility**

The school board authorizes the Department of Human Resources to maintain an official personnel file for each employee. An additional file may be maintained at the job location of each employee. These files shall contain records pertinent to the employment relationship between the employee and the school system.

II. Maintenance of the File

The Department of Human Resources shall maintain the personnel file and be responsible for the following activities:

- A. Establishing the contents
- B. Establishing the retention schedule
- C. Maintaining the confidentiality
- D. Regulating the access

III. Conditions

A. The employee shall receive a copy of any material placed in the Department of Human Resources personnel file or the school/worksite file and shall have the right to submit a written rebuttal for inclusion in either file.

B. Questions relating to the continued retention of materials in an employee's personnel file shall not be subject to the grievance procedure.

Adopted by the School Board: March 12, 1991
Amended by the School Board: August 26, 1997